

FAQ's for Summer 2018 Graduate Student Hiring

Summer Enrollment is required before VIP hiring—Students must establish Summer enrollment/FICA status (enrolled: ≥ 3 credits vs not-enrolled: 0-2 credits) so the department knows which hiring type to use. Enrollment (total credit hours) in Banner/Self Service Carolina must match hiring type at the time of hire and throughout the summer. Enrollment by term shows in VIP once a student ID has been entered. Note: Summer student type matches Spring Student type until Banner resets in May

Hire with one VIP slot for summer hires under the 1718 Fiscal Year (as much as possible). Payroll can handle crossing the fiscal year change for Summer hires. This works if using the same account/fund code. Those needing to split a hire because of using new funding in July must wait and submit the later slot when Fiscal Year 1819 opens in VIP. Please notate on the early slot that a July hire is expected. The \$1200 minimum for the Summer term is in effect for GA positions.

Hourly hire descriptors reflect FICA-exempt status, not just enrollment status. Payroll set the enrollment and work ranges where they can justify FICA exemptions. The descriptors in VIP mean more than enrolled or not enrolled. “Hourly Graduate Student-Enrolled” means the student employee is enrolled in enough hours to be considered FICA exempt (51355) for the amount of work assigned. “Hourly Grad Student-Not Enrolled” means the student employee is not enrolled in enough hours to be considered FICA exempt for the amount of work assigned (51370).

Hourly hires are tracked through ITAMS; two-week delay on paychecks. While GAs receive salaries and are paid in real-time, students hired with the hourly codes must enter actual hours worked in ITAMS. [Payroll schedules](#) are available online; there is a 2-3 week delay between time worked and pay date. Please prepare students hired hourly to expect the delay.

Special Enrollment Status— Only students who qualify for Special Enrollment (Z-Status) and have submitted the [Request for Special Enrollment Status \(GS-ZS\)](#) with the Summer 2018 term selected may be hired as Graduate Assistants with 1-2 credit hours. Spring Z-Status students will be approved for summer; please verify that a form has been submitted with the summer term selected. Summer enrollment is required before Z-status can be approved.

Minimum Stipend for GAs—minimum across the summer (or any term) is \$1200 based on 10 work-hours/week and prorated higher for more work-hours per week.

Spring GAs receive summer tuition credits for in-state rates without a summer hire—From ACAF 4.00: Non-South Carolina residents who are graduate assistants during the preceding Spring term will be charged in-state tuition rates for summer coursework. (Note: Non-residents are always billed non-resident tuition. Non-resident GAs receive a Graduate Assistant Exemption Credit.)

Enrolling in Fall classes allows student access to Campus Services if not enrolled over the summer. Enrolling in Fall classes keeps a student's Carolina Card active through the summer. This will allow access privileges to campus services such as libraries, the Student Health Center and Strom Wellness Center. Both the Health Center and Strom have a different fee schedule for those not currently enrolled.